Office of Behavioral Health
Community Behavioral Health
Finance & Data Protocols
(Amendment #____ if applicable)

Protocol Number: 5 **Page: 1 of 2**	**Subject: CCAR/DACODS** **Training Evaluation Protocol**
Effective Date: 4/9/2014 **Distribution Date: 4/9/2014** **Scheduled Review Date: 7/1/2015**	**Related Mandates, Statutes, Standards** **or Executive Orders: N/A**
Approved By: ~~John Mahalik~~ 　　**John Mahalik, Ph.D., MPA** 　　**Office of Behavioral Health** 　　**Director, Data and Evaluation**	

Background/Purpose: The purpose of this protocol is to collect pre- and post-knowledge tests and satisfaction surveys of those individuals who receive training on Colorado's two legacy behavioral health data systems - the Colorado Client Assessment Record (CCAR) and Drug/Alcohol Coordinated Data Sytems (DACODS), whether by State trainers or provider-based trainers. As trainings are provided on both systems differently, this plan will address the data collection protocol for each system individually. The data will be used for the purposes of refining CCAR/DACODS training procedures, assessing the effectiveness of the training and overall customer satisfaction with the training, and informing the Office of Behavioral Health (OBH) C-STAT initative regarding data quality efforts.

Definitions:
1. **Colorado Client Assessment Record (CCAR)**
2. **Drug/Alcohol Coordinated Data Systems (DACODS)**
3. **Community Mental Health Organization (CMHC)**
4. **Managed Service Organization (MSO)**

Pre- and Post-Test Administration and Collection Protocols – CCAR and DACODS:

CCAR – State Training: The Office of Behavioral Health (OBH) conducts annual training for the majority of providers who submit CCAR data. These trainings are conducted in-person either at a Community Mental Health Center (CMHC) or at the Fort Logan Campus. For such trainings, paper pre-tests will be distributed before the training, with a post-test administered after the training. These tests should take 15-20 minutes each. In addition to in-person trainings, trainings are also occasionally provided via video conference to allow for higher participation across the state. In such instances, pre- and post-tests will be provided to a contact person at participating locations. The trainer will be in charge of collecting the pre- and post-tests from the trainings, as well as those completed at video conference locations. In addition to collecting all pre- and post-tests, the trainer will need to provide OBH the number of trainings conducted and the number of participants. All data will be given to Adrienne Jones, Researcher with OBH, for data entry and analysis.

CCAR – Provider Training: Part of the purpose of OBH's CCAR training is to train managers/clinicans on the CCAR, who then return to their CMHCs and train fellow staff on the CCAR as well. For this process, OBH will provide PDF files of the knowledge/satisfaction pre- and post-tests specifically for provider-conducted trainings. The provider trainer will be responsible for handing out a

pre-test before the training and a post-test afterwards. These tests should take 15-20 minutes each. The trainer will then be responsible for sending all pre-test and post-tests, for all given trainings, to OBH on a quarterly basis (June 30th, September 30th, and December 30th on the last business day of the month). He/she will also be responsible for reporting when trainings occur, who conducted the training, and how many people attended. Upon receipt, Ms. Jones, Researcher with OBH, will complete data entry and analysis.

In summary, the following steps will occur to facilite CCAR pre and post knowledge/satisfaction assessment:
1. Before training session – paper pre-test is provided
2. After training completion – paper post-test is provided
3. Trainer provides hard copies to Ms. Jones at OBH
   a. For State– within 30 days after each training
   b. For Providers – mail/electronically submit all training materials to OBH quarterly

DACODS – State Training: State-led DACODS training are conducted electronically throughout the year, requiring a different method of data collection compared to the CCAR. Jackie Urioste, Provider Liason with OBH, conducts DACODS trainings via webinar throughout the year for state funded and non-state funded substance use disorder (SUD) service providers. In order to obtain pre- and post-tests virtually, a survey monkey will be utilized for webinar registration. Before a provider is able to register for the webinar, the pre-test questions will be posed, which should take 15-20 minutes. Upon completion of the pre-test questions, the provider may continue with webinar registration. Upon completion of the webinar training, a post-test survey monkey link will be provided to all attendees. A distinction will be made on all forms between MSO providers and non-MSO providers. Again, post-testing should take 15-20 minutes. After data collection is complete, Ms. Jones will enter and analyze the DACODS training data.

In summary, the following step will occur to facilite DACODS pre- and post-knowledge assessment:
1. During webinar registration – attendees will access a survey monkey to complete pre-test and register for webinar.
2. After training completetion – survey monkey post-test link will be displayed at the end of the training for attendees to complete.

DACODS – MSO/Non-MSO Provider Training: As done for the CCAR training, the purpose of state-led trainings is to train providers to conduct their own provider-led DACODS trainings throughout the state provider network.. For this process, OBH will provide the designated provider trainer with PDF files of the knowledge/satisfaction pre- and post-tests specifically for provider-conducted trainings. The provider trainer will be responsible for handing out a pre-test before the training and a post-test afterwards. A distinction will be made on all forms between MSO providers and non-MSO providers. These tests should take 15-20 minutes each. The trainer will then be responsible for sending all pre-test and post-tests, for all given trainings, to OBH on a quarterly basis (June 30th, September 30th, and December 30th on the last business day of the month). He/she will also be responsible for reporting when trainings occur, who conducted the training, and how many people attended. Upon receipt of all the data, Ms. Jones will enter and analyze the results.

In summary, the following steps will occur to facilite DACODS pre- and post- knowledge/satisfaction testing at provider locations:
1. Before training session – paper pre-test is provided
2. After training completetion – paper post-test is provided
3. Provider trainer mails/electronically submits all training materials to OBH quarterly

DATA MANAGEMENT: All data collected by state and provider trainers are property of OBH. After electronic data entry is complete, all paper records will be kept in a locked location on OBH property for three years. A summary report of training results will be disseminated to all providers bi-annually.